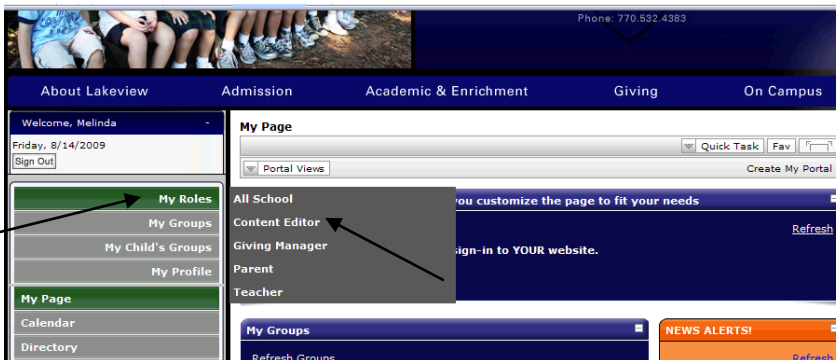


Adding Tests to the Upper School/Middle School Test Calendar

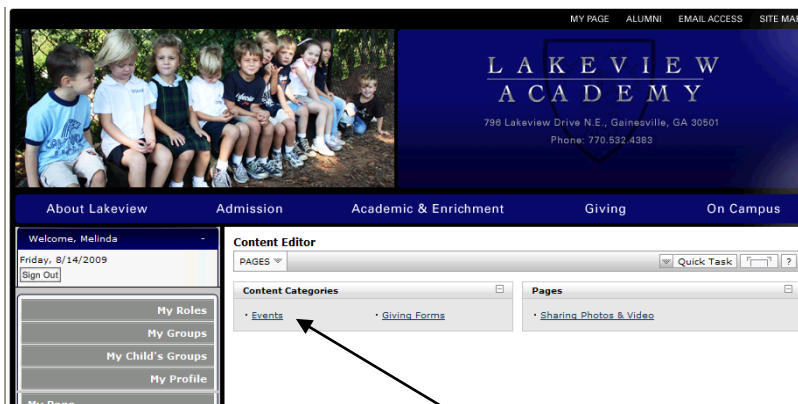
- Go to **lakeviewacademy.com** and click on “MY PAGE” located at the bottom left corner.



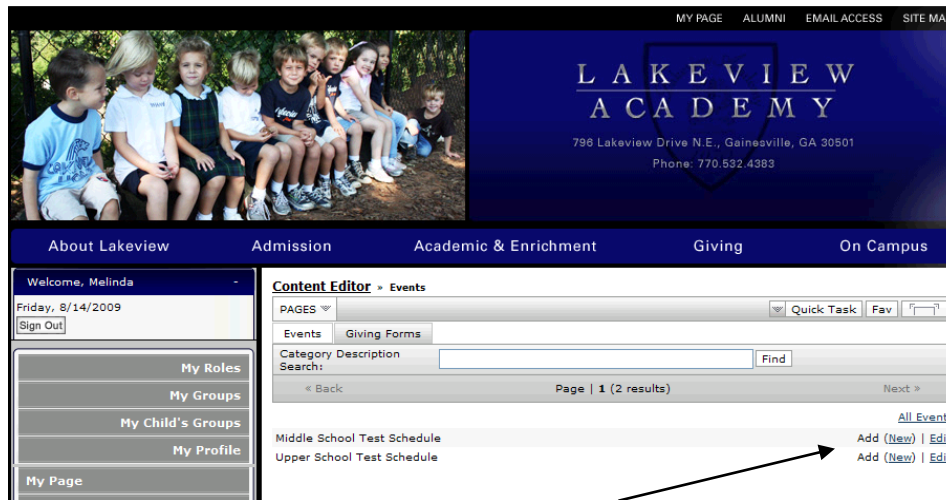
- In the left column, sign into the website by entering your Senior Systems’ username (typically *first.lastname* or *first.lastname01*) and password.
- Click on “My Roles” then “Content Editor”



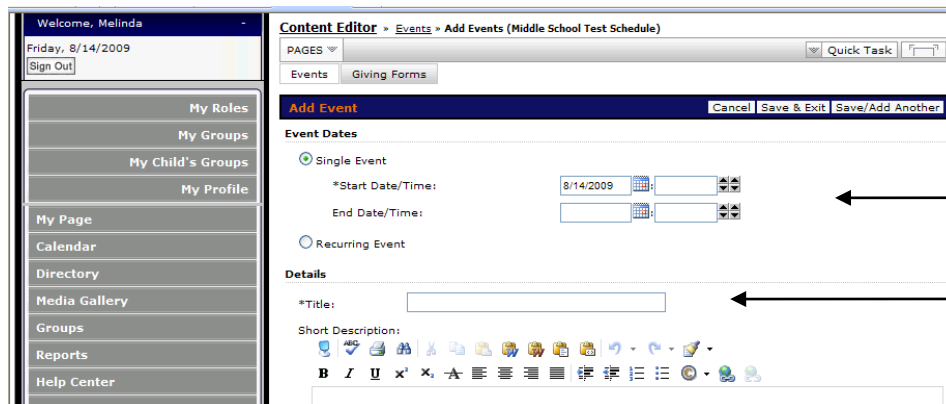
- Once in Content Editor click “Events”



- Click Add (New) or Edit an existing test.



- You must enter the Start Date/Time and a Title. You can enter a “Short Description” if you would like.



- Click “Save & Exit” or “Save/Add Another”.

